

## Augusta State University Employee Transfer Checklist

When an employee, staff or faculty member, transfers to another ASU department, this checklist should be completed by the manager, or their designee, of the department the employee is leaving.

The reason for this checklist is to ensure that computer access and ASU property is properly controlled.

Please initial the appropriate boxes, sign and date the form and return to Human Resources, Box 48, for filing in the employees file.

When the Personnel Action Request (PAR) form for staff or Faculty Transaction Form (FTF) for faculty is received by Human Resources, HR will send an e-mail notification to IT, Jag Card, and Parking Services informing them of the transfer. Human Resources will also send this form to the employee's department manager for completion.

Employee Name: \_\_\_\_\_

Leaving Department: \_\_\_\_\_

Date of transfer: \_\_\_\_\_

Going to: \_\_\_\_\_

### **INITIALS**

\_\_\_\_\_ Human Resources has notified IT, Jag Card, and parking.

\_\_\_\_\_ Leaving Department has confirmed with IT Services, ex 1484, Network Services, that access to Department systems will be ended.

\_\_\_\_\_ Leaving Department has received assigned keys. (New department should issue new keys.)

\_\_\_\_\_ Leaving Department has received all assigned computer equipment such as laptops and I-pads. A list of assigned computer equipment can be obtained from IT Services, ext 1484, Support Services. If computer equipment is moving with the employee, IT Services should be notified so the assets can be assigned to the new department.

\_\_\_\_\_ In an unique situation where other assets (ex. office furniture) move, Central Services should be notified so the asset can be reassigned to the new department.

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_